## DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. CB60

Page 1 of 2

Agency

Washington County

Division/Unit

Co. Commissioners/Co. Attorney

Item No	Description	Retention
1	Leases for commercial property, equipment, family residential; correspondence, agreements, site plans, drawings, sublease agreements	Retain for life of lease plus two (2) years, then destroy
2	Bond issues - capital appreciation general obligation -contains but not limited to: resolutions, invoice for debt service, summary of loans, correspondence, newspaper ads, draft resolutions, official statements	Retain for twenty (20) years, then destroy. Before destruction, review for extended retention requirements
3	Ordinances -contains but not limited to: acts ordinances, resolutions, amendments, schedule of permits and license fees, correspondence, notice of public hearing	Retain for fifty (50) years, then destroy.
4	Legislation: correspondence, handwritten notes, copies of Senate and House bills, copies of proposed legislation	Retain until updated or superseded, then destroy
5	General files -contains but not limited to: hazardous waste, ethics commission, SPCA agreements/complaints, general legal opinions, planning commission, sheriff's dept, driveway bonds, landfill, treasurer's office, fire and rescue, Washington Co. Dept of Social Services	Screen annually. Destroy material having no further administrative, fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland Archives.

Approved by Department, Agency or Division Representative		
Date _	July 16, 1999	
Signature	Jank. Bithon	
Type Name	Joni L. Bittner	
Title _	County Clerk	

**Schedule Authorized by State Archivist** 

Date

JUL 2 0 1999

Signature Swarl C.

## DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION

## RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

Schedule No.	C860
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Page 2 of 2

tem No	Description	Retention
6	Agreements -contains but not limited to: unions, csx, MD State police, little leagues, street lighting, road widening, flood plan management, correspondence, statement of accounts, invoices, agreements	Screen annually. Destroy material having no further administrative, fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland Archives.
7	Deeds to property purchased by the Co./Easements: copies of deeds maintained by Public Works, right of ways, correspondence, site drawings/plats, newspaper ads	Retain for fifty (50) years, then destroy.
8	Housing files -contains but not limited to: mortgages, correspondence, account statements, agreements, leases, foreclosure, home ownership plan for HUD, special loan programs, lease renewals	Screen annually. Destroy material having no further administrative, fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland Archives.
9	Litigation files -contains but not limited to: correspondence, worker's comp., first report of injury, summons, complaint, first set of interrogatories, pleadings, affidavit judgement; certificate of mailing, court docket update, request for summons, opinions, condemnation petition, drawings	Screen annually. Destroy material having no further administrative, fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland Archives.

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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	AGENCY RECORDS INVENTORY
	7275 WATERLOO ROAD P.C BOX 275 - JESSUP, MARYLAND 20794	Page Of
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT COUNTY
		Horney
DEFINITION - Records Series - A group of related rece	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE SERSES	·	5. EARLIEST YEAR / LATETEST YEAR TO CHITTENST
6. RECORD SERIES DESCRIPTION ( Briefly describe the types of	information/documents/forms found in the Series Include	the purpose of function of the Series)
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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	AGENCY RECORDS INVENTORY
SCHEDULE (DGS 550-1)	7275 WATERLOO ROAD P.C. BOX 275 - JESSUP, MARYLAND 20794	Page Of
1. DEPARTMENT/AGENCY	2. DIMISION COUNTY	3. UNIT COUNTY
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DEFINITION - Records Series - A group of related recor	de normally filed and used as a unit for reference as	well as retention and disposition purposes.
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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	AGENCY RECORDS INVENTORY
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1. DEPARTMENT/AGENCY WAShington Co.	2 DIVISION COUNTY COMMISSIONERS	3. UNIT COUNTY ATTORNEY
DEFINITION - Records Series - A group of related recei	rds normally filed and used as a unit for reference as	well as retention and diagosition purposes.
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MSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.C. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY  Page Of	
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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	AGENCY RECORDS INVENTORY
SCHEDULE (DGS 550-1)	7275 WATERLOO ROAD P.C. BOX 275 - JESSUP, MARYLAND 20794	Page Of
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT COUNTY Altorney
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	AGENCY RECORDS INVENTORY
SCHEDULE (DGS 550-1)	7275 WATERLOO ROAD P.G. BOX 275 - JESSUP, MARYLAND 20784	Page Of
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DEFINITION - Records Series - A group of related rece	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	AGENCY RECORDS INVENTORY
SCHEDULE (DGS 550-1)	7275 WATERLOO ROAD P.C. BOX 275 - JESSUP, MARYLAND 20794	Page Of
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT COUNTY
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DEFINITION - Records Series - A group of related received	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.C. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY Page Of
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT COUNTY Attorney
DEFINITION - Records Series - A group of related recor	de normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE HOUSING	Ciles	5. EARLIEST YEAR I LATETEST YEARTOTO
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19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.C. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY
		Page Of
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT COUNTY
		ATTORNEY
DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. RECORD SERIES TITLE LITIGIATION FILES		5. EARLIEST YEAR / LATETEST YEAR TO CHYPCHY
6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose of function of the Series;  CONSISTED, BUT NOT LIMITED TO: CONVESPONDENCE:  WORKERS COMP - FIRST REPORT OF INVESTIGATION  FOMOLAL 1975 FIRST SEPOND (INTERPREDICTION OF THE SUMMERS)		
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